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**From:** Bents, Benjamin [Bents.Benjamin@epa.gov]  
**Sent:** 5/21/2020 6:39:12 PM  
**To:** Minter, Douglas [Minter.Douglas@epa.gov]  
**Subject:** RE: End of Year Acquisition Deadlines and Workflow

Sure thing. I'm glad there's a new injection of money coming for Cadmus work. What a relief.

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**From:** Minter, Douglas <Minter.Douglas@epa.gov>  
**Sent:** Thursday, May 21, 2020 9:53 AM  
**To:** Bents, Benjamin <Bents.Benjamin@epa.gov>  
**Cc:** Bahrman, Sarah <Bahrman.Sarah@epa.gov>; Turner, Darion <turner.darion@epa.gov>; Suchomel, Bruce <Suchomel.Bruce@epa.gov>; Robinson, Valois <Robinson.Valois@epa.gov>  
**Subject:** RE: End of Year Acquisition Deadlines and Workflow

Thank you Ben.

Douglas

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**From:** Bents, Benjamin <Bents.Benjamin@epa.gov>  
**Sent:** Thursday, May 21, 2020 9:50 AM  
**To:** Minter, Douglas <Minter.Douglas@epa.gov>  
**Cc:** Bahrman, Sarah <Bahrman.Sarah@epa.gov>; Turner, Darion <turner.darion@epa.gov>  
**Subject:** RE: End of Year Acquisition Deadlines and Workflow

Hi Douglas, When we see this money come back with accounting details we will notify you, Bruce, and Valois. With the accounting details, Bruce will have the necessary information to process the a PR toward the national contract. Darion and I will be tracking to ensure the timely commitment, but we know you are just as excited to get this money put in the right place also.

Ben

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**From:** Minter, Douglas <Minter.Douglas@epa.gov>  
**Sent:** Wednesday, May 20, 2020 4:24 PM  
**To:** Bents, Benjamin <Bents.Benjamin@epa.gov>  
**Cc:** Bahrman, Sarah <Bahrman.Sarah@epa.gov>  
**Subject:** FW: End of Year Acquisition Deadlines and Workflow  
**Importance:** High

Hi Ben: for the \$20,000 for UIC permitting, do we need to work through TFS in coordinating with Jackie to ensure timely commitment of these funds to the national Cadmus contract? Bruce Suchomel has been our COR in the Region for supporting past OGWDW funding and Valois is our project lead/SME.

Since I'm not familiar with transacting EPM carryover to HQs, any advice/guidance would be appreciated!

Douglas

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**From:** Fox, Marshelle <fox.marshelle@epa.gov>  
**Sent:** Wednesday, May 20, 2020 4:07 PM

**To:** Kahn, Lisa <Kahn.Lisa@epa.gov>; Bents, Benjamin <Bents.Benjamin@epa.gov>; Dehnert, Barbara <Dehnert.Barbara@epa.gov>; Wilborn, Kendra <Wilborn.Kendra@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Easley, Jackie <Easley.Jackie@epa.gov>; Minter, Douglas <Minter.Douglas@epa.gov>; Bloom, Judy <Bloom.Judy@epa.gov>; Schmit, Ayn <Schmit.Ayn@epa.gov>  
**Subject:** FW: End of Year Acquisition Deadlines and Workflow  
**Importance:** High

Hello All,

The four contracts below have been approved to receive carryover regional funds. Please read the Acquisition information below and begin the process. The deadline to commit carryover funds is June 19; we are working on very tight timeline to make this happen. Your Budget Analyst is Jackie Easley. If you have any questions, please let me know.

1	Dewey Burdock Permit contractor costs	\$20,000
2	Facilitation/meeting logistics support for Kootenai watershed monitoring strategy	\$30,000
3	Colorado Stream Quantification Tool	\$50,000
4	303(d) project - WY	\$50,000
		<b>\$150,000</b>

Thank you,  
Marshelle

**Marshelle R. Fox** | Section Chief & Budget Officer | Budget Management Section USEPA Region 8 | 1595 Wynkoop Street (8MSD-FM) | Denver CO 80202-1129 | 303-312-7833

Visit the [BMS SharePoint – Management Reports](#) page for up to date reporting on the status of your Division's funds

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**From:** Barajas, Gayle <barajas.gayle@epa.gov>  
**Sent:** Friday, February 28, 2020 11:32 AM  
**To:** R8 RLT <R8\_RLT@epa.gov>  
**Subject:** End of Year Acquisition Deadlines and Workflow

RLT,

Please see below for critical dates pertaining to processing requirements through end of year.

**The deadlines outlined below are inclusive of the Procurement Acquisition Lead Time (PALT)** associated with the requirement. Any action not meeting the required deadline for submission to the contracting office through EAS, inclusive of the required executable documents, will not be accepted.

Requirements (this includes task orders, new contract actions, incremental funding requests and BPA call orders) needing to be executed by September 30, 2020 with an estimated value less than \$250,000 must follow the steps outlined below and the PR package (**this can be a \$0 PR to start the acquisition process**) with all required executable

documents (***documents must be attached to PR***) must be received by the contracting office in EAS no later than: **June 1, 2020**

Requirements (this includes task orders, new contract actions, incremental funding requests and BPA call orders) needing to be executed by September 30, 2020 with an estimated value between \$250,000 and \$1M must follow the steps outlined below and PR package (***this can be a \$0 PR to start the acquisition process***) with all required executable documents (***documents must be attached to PR***) must be received by the contracting office in EAS no later than: **March 10, 2020**

For an incremental funding action, any dollar value, follow the steps below and the **Funded PR** with required documentation attached in EAS must be received by the contracting office in EAS no later than: **June 30, 2020**

Requirements over \$10M cannot be awarded in FY2020 if an executable PR package, as of the date of this email, has not already been received and accepted by the contracting office.

To ascertain a list of requirement documents, visit the AMB Share Point at: [AMB Share Point site](#)

### **STEP 1**

Prior to drafting the PR, refer to the Procurement Acquisition Lead Time for execution of the requirement. Please note that for new requirements (task orders and contracts), a \$0 PR can be submitted with the required documents to start the acquisition process.

Prior to routing the PR to the FCO, go to the AMB SharePoint site and populate the forecast sheet:

[AMB Share Point site](#)

Currently, **all contract actions** must be added to the forecast spreadsheet, regardless of estimated dollar value.

**All actions over \$1M** are **subject to the AMB process**, as those require SRO approval.

### **STEP 2**

Route the PR for coordination and approval inclusive of all required documentation (***documents must be attached to PR in EAS***) for the action.

### **STEP 3**

Route the PR for coordination and approval inclusive of all required documentation (***documents must be attached to PR in EAS***) for the action.

***Note: A funded PR is required prior to issuance of the solicitation. If funds are not received, based on the individual requirement's milestones for issuance of the solicitation, award could possibly be delayed causing funds not to be obligated by 30 September 2020.***

Please contact me or Sarah Hulstein if you have any questions.

GBB

Thank you  
Gayle B. Barajas  
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Regional Acquisitions Manager  
Regional Small Business Coordinator  
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